

November 14, 2007

RE: FY 2008 Salary Reserve Contract

Dear Contractor:

The Executive Office of Health and Human Services (EOHHS) is pleased to be executing the attached Salary Reserve Contract for FY 2008. **The funds allocated to your organization represent 2.71% of eligible salaries for direct care service employees earning less than \$40,000 annually.** You may use up to 15% of the allocation to cover the employer portion of payroll and fringe benefit obligations directly associated with this increase in salaries.

This year, EOHHS determined the Salary Reserve increases by using the data your organization submitted on the Virtual Gateway Provider Data Management service.

Attached, please find the Salary Reserve Contract and Attachment A, the contract scope of services. Please verify all of the information on the contract, specifically your **Vendor Code, Legal Address and Payment Remittance Address**. The Legal Address must be the same address that is on file with the Commonwealth. The attached contract highlights in yellow the fields that must be verified and completed by you. If you are not sure what that is, the Standard Contract Form instructions provides a description or feel free to contact Bill Gondella at (617) 573-1689. When the contract is submitted, if any of the fields are blank or inaccurate it will be returned to you and may delay payments. We will **NOT** be able to process the contract for payment unless everything is correct.

For verification purposes, please ensure that the contract amount matches the amount on the **Individual Contractor Report**, which you can access by going to the Salary Reserve Webpage at www.mass.gov/salaryreserve.

Please print, sign and return the signed first page of the contract and a copy of Attachment A as soon as possible to:

**Elisabeth Zweig
Executive Office of Health and Human Services
Purchase of Service Unit
One Ashburton Place, Room 1109
Boston, MA. 02108**

You do not need to send us the instructions that come with the contract.

Once the signed contract is received by EOHHS, it will be executed. Upon final processing, you will get one payment for the first six months - from July 1, 2007 to December 31, 2007. After this initial payment, your organization will receive automatic monthly payments for the balance of the contract. Please remember that the Salary Reserve funds for your organization are subject to audits.

The final deadline to mail your signed Special Salary Reserve Contract is **December 3, 2007**. Failure to meet this deadline will result in a delay in processing your payment.

If you have any questions, please e-mail POSSalary.Reserve@massmail.state.ma.us, or contact Elisabeth Zweig, Director Purchase of Service Program Integrity Unit at (617) 573-1647.